

Division of the State Architect Advisory Board

Final Minutes of Quarterly Meeting

Thursday, July 21, 2005

9:30 a.m. to 3:00 p.m.

California Community Colleges Building
1102 Q Street, Fifth Floor, Conference Room B
Sacramento, California

DSA Advisory Board Members Present

Art Ross, Vice Chair
Paul Beyl, Jr.
Ed Darden
Robert Dyson
Stephanie Gonos
Kennith Hall
Richard Henry
Charles Higuera
JoAnn Koplin
Mike Modugno
Richard "Pete" Peterson
Dennis Shallenberger

State Agency Representatives Present

Stephen Guarino, State Fire Marshal
John Parrish, California Geological Survey
Diane Waters, California Dept. of Education
Chris Wills, California Geological Survey
Gin Yang-Staehlin, California Community Colleges

Board Members Absent

Lowell Shields, Chair
Gale Bate
Kerry Clegg
David Clinchy
John Paul Scott
Thomas Shih
David Smith
Jim Ward

DSA Staff Present

Mary Ann Aguayo, Exec. Dir., DSA AB
John Baca
Robin Baker
Dennis Bellet
Dave Cornejo
Richard Conrad
Geneanne Franklin
Kathleen Hodson
Dan Levernier
Roy McBrayer
Aaron Noble
Elizabeth Schroeder
Howard "Chip" Smith
David Thorman
John Vester

Others Present

Don Harris, OSHPD
Doug Hoffner, DGS
David Karina, Inspector
Carol Shellenberger, OPSC
Theresa Townsend, DGS/RESO

1 Call to Order and Introductions

- 2 DSA Advisory Board Vice Chair Art Ross called the meeting to order at 9:30 a.m. and
3 welcomed everyone. Mr. Ross noted that some agenda items would be taken out of
4 order to accommodate the schedules of people who needed to leave early. Participants
5 took turns introducing themselves.
6

1 **DSA Advisory Board Quarterly Meeting Report**

2
3 **Approval of Minutes, April 14, 2005**

4 Mr. Ross drew attention to the minutes of the April quarterly meeting and welcomed
5 comments.

6
7 **Mr. Charles Higuera made a motion, seconded by Mr. Ed Darden, to approve the**
8 **meeting report of the April quarterly meeting as presented.**

9
10 Mr. Paul Beyl drew attention to Lines 43 through 47 on Page 7 and noted the comment
11 attributed to him was actually made by either Mr. Gale Bate or Mr. John Scott.

12
13 Mr. Higuera and Mr. Darden amended their motion accordingly.

14
15 **The motion was carried unanimously.**

16
17 **Report and Follow-Up**

18 Ms. Mary Ann Aguayo noted follow-up items are summarized in the yellow pages
19 following the minutes.

20
21 Mr. David Thorman said he and Mr. Lowell Shields looked at the composition of the
22 DSA Advisory Board and talked about potential new members. He noted a proposal
23 and recommendations will be presented at the annual meeting in October.

24
25 Mr. Richard Conrad reported that the staff analyzed possible impacts of the recent
26 Williams settlement on DSA's workload. He said OPSC indicates approximately \$100
27 million will be made available annually to fund the emergency repair program for the
28 next eight years. Ms. Carol Shellenberger stated that \$183 million was provided for the
29 first year.

30
31 Ms. Shellenberger explained that the Williams lawsuit settlement deals with repairs to
32 the state's lowest-performing schools. She said OPSC has adopted regulations, and
33 about 700 applications for small projects have been received so far.

34
35 Mr. Conrad observed that some of the projects will not necessitate DSA review because
36 of their size or scope. Committee members talked about the thresholds for DSA
37 structural review and compliance with accessibility standards. Mr. Conrad said DSA is
38 working with OPSC to define and clarify the review thresholds.

39
40 Ms. Shellenberger offered to provide copies of the Board's agenda materials on this
41 item.

42
43 Mr. Conrad said that if the entire \$183 million is allocated for projects subject to DSA
44 review, the amount would represent only a 1.4 percent increase in annual workload.
45 Mr. Peterson urged DSA to implement a process for assisting school districts to
46 expedite review of the repair projects.

47
48 Mr. Mike Modugno asked if there was a list of qualifying schools. Ms. Shellenberger
49 said the list is on the California Department of Education's Website. She noted the list
50 of eligible school sites was published originally in October of 2004.

1 Mr. Modugno asked if fire alarm systems would be eligible for reimbursement. Board
2 members observed that the settlement applies to emergency repairs for items pertaining
3 to health and safety. Ms. Shellenberger said she would check.

4
5 Mr. Modugno noted the access committee had a discussion about whether accessibility
6 improvements should be included in the \$25,000 trigger amount. Board members
7 advised that the trigger for DSA review depends on the scope of work as well as the
8 amount. Mr. Modugno said committee members also indicated the \$25,000 amount
9 needs to be increased to reflect inflation. Mr. Aaron Noble clarified that the statute
10 provides an indexing mechanism.

11
12 Mr. Rich Henry commented that school districts would benefit from more guidance from
13 DSA explaining the ramifications of the Williams settlement. Ms. Shellenberger noted
14 OPSC has a Web page with information about the regulations, definitions, and repair
15 program. Mr. Henry suggested it might be helpful for DSA to create a small working
16 group to assist schools.

17
18 Mr. Dan Levernier advised that DSA has an expedited review process for small projects.
19 He added that no Williams projects have been referred to DSA for review at this point.

20 21 **Safety and Emergency Response Committee Report**

22 23 **May 19, 2005**

24 Committee Chair JoAnn Koplin said the committee reviewed all previous action items at
25 the last meeting and determined which items should remain active.

26
27 Ms. Koplin reported that the committee will continue to work on clarifying DSA's
28 authority to tag school buildings after a disaster. The committee recommends that DSA
29 enter into an interagency agreement with the Office of Emergency Services (OES) to
30 establish a process for inspecting schools.

31
32 Ms. Koplin said the committee reviewed OES' 1995 publication, "Schools as Post-
33 Disaster Shelters" and identified some conflicting information on roles and
34 responsibilities. The committee asked the staff to verify the information with OES and
35 distribute it to schools.

36
37 Ms. Koplin noted the committee talked about ways of working with the Red Cross to
38 pre-designate shelter buildings and arrange for expedited inspections after disasters to
39 confirm they are safe for occupancy. The committee discussed whether DSA should be
40 developing non-code-based criteria for evaluating shelter buildings. Mr. Levernier
41 recommended looking into performance criteria, and the committee expressed support
42 for this approach.

43
44 Ms. Koplin said the committee also discussed the Disaster-Resistant California
45 Conference that was held in Sacramento in May. She noted speakers at the
46 conference presented some interesting information on how school districts are handling
47 emergency response plans. Ms. Koplin observed that there does not appear to be any
48 standard format or criteria to guide school districts in creating their plans, so there are
49 significant differences in terms of the level of preparedness among individual districts
50 throughout the state.

51
52 Ms. Koplin reported that the committee also received copies of the Seismic Safety

Commission's newly released report on the seismic safety of schools. She noted the report is included in the meeting packet beginning on Page 137, and she encouraged participants to read the document. She drew attention to the recommendations listed on Page 4 and Page 11 of the report and recommended that the DSA Advisory Board support and adopt the report's recommendations and findings.

Mr. Kenneth Hall made a motion, seconded by Mr. Darden, that the DSA Advisory Board support and adopt the recommendations and findings in the report.

Mr. Henry asked if the report recommends changes to the current laws governing private schools and charter schools. Ms. Koplin referred to Recommendation 2 on Page 11 of the report. She noted the report found that many local building departments are not familiar with the Private Schools Building Safety Act and the Charter School Act, so these provisions are not being applied and enforced consistently. She observed that Recommendation 3 proposes expanded outreach and training to address this problem.

Mr. Higuera said the first paragraph under Recommendation 1 on Page 11 of the report states that DSA identified about 7,500 school buildings as potentially at risk. He asked if that information had been disclosed to school districts. Mr. Bob Dyson stated that some school districts have requested and received information on their facilities. Mr. Higuera questioned whether DSA has an obligation to disclose potentially hazardous conditions once it becomes aware of them.

Mr. Levernier clarified that AB 300 contained a provision requiring the names of specific schools to be deleted from the published study. He said DSA has more detailed information available, but the information is only furnished upon request.

Mr. Ross noted that the purpose of AB 300 was simply to identify the scope of the problem, and it is up to school districts to request more information and do a more in-depth evaluation to determine which buildings are actually hazardous. Mr. Darden observed that the other recommendations in the report describe steps that should be taken to improve safety, but no source of funding is provided.

Mr. Dyson suggested taking more time to review the report before an official endorsement.

Mr. Hall expressed his opinion that DSA would be remiss in allowing potentially hazardous school buildings to be used as shelters pending further evaluation. He agreed with Mr. Dyson that it would be helpful to have more time to review the report.

Mr. Hall and Mr. Darden withdrew their motion and second.

DSA Advisory Board members agreed to table this item to the next meeting.

Mr. Darden expressed his opinion that local fire marshals should not be inspecting school buildings for structural bracing. He pointed out that use of local officials will result in disparities in interpretation and enforcement. Mr. Hall agreed, and noted this kind of inspection goes beyond the scope of local fire authorities.

Mr. Stephen Guarino commented that Title 19 does not address issues beyond fire and

1 life safety, so the code will have to be changed to assign new responsibilities to local
2 fire authorities.

3
4 Mr. Chris Wills pointed out that Recommendation 6 pertains to bracing of contents, not
5 structural bracing. There was general agreement that such inspections should be done
6 by qualified and competent professionals rather than left to local parent groups and
7 volunteers.

8
9 Mr. Peterson commented that many school districts may be reluctant to request
10 additional information from DSA because of concerns about liability.

11
12 Mr. Henry commented that the 3 to 4 percent estimated cost of Field Act compliance
13 may be too low because of recent code changes. He recommended updating the costs.
14 Ms. Koplin said the committee asked Mr. Henry Reyes about the figure and he
15 confirmed the estimate was still accurate.

16
17 Mr. Ross suggested that Board members submit comments on the report to the
18 committee. Mr. Dyson reminded Board members that the report has already been
19 released by the Seismic Safety Commission, so no further revisions are possible. He
20 suggested focusing comments on the issue of whether the DSA Advisory Board should
21 endorse the document.

22
23 Ms. Koplin invited Board members to attend the committee's next meeting, tentatively
24 scheduled for September 14 in Los Angeles. She said the meeting will feature a
25 presentation from Los Angeles Unified School District regarding development of their
26 emergency plan, and participants will tour the county's new emergency operations
27 center.

28
29 Mr. Ross noted the Safety and Emergency Response Committee passed a motion that
30 needs to be approved by the full Board. Ms. Koplin said the committee voted
31 unanimously to recommend that DSA focus on clarifying legal authority for tagging as its
32 main priority.

33
34 Mr. Peterson questioned whether this item should be DSA's "main priority." Mr. Wills
35 clarified that the committee's intent was to recommend this as DSA's highest priority
36 with respect to emergency response.

37
38 Mr. Levernier said the DSA legal staff is working with OES to develop a standard form
39 for school districts to delegate inspection authority to DSA, so this issue is being
40 addressed.

41
42 **Mr. Dyson made a motion, seconded by Mr. Dennis Shallenberger, to accept the**
43 **committee's recommendation that DSA clarify legal authority for tagging. The**
44 **motion was carried unanimously.**

45
46 **Mr. Dyson made a motion, seconded by Mr. Hall, to accept the Safety and**
47 **Emergency Response Committee's report. The motion was carried unanimously.**

48
49 Mr. Ross thanked Ms. Koplin for her report.

50
51 **Excellence in Public Buildings Committee Report**

June 1, 2005

Committee Chair Charles Higuera reported that the committee met on June 1, and he drew attention to the handout on Page 160 of the meeting packet for a summary of the committee's activities and schedule. He said the committee decided on a framework and plan for presenting five major categories of excellence information to key school decision-makers. Each of the five topics has an assigned editor, who will be responsible for finding guest editors or authors to develop short articles on pertinent issues. Mr. Higuera said the committee plans to publish information on the Website, and the end product will be released at the CSBA conference in San Diego in December.

Mr. Peterson commented that most of the topics on the outline seem to deal with new construction, but deferred maintenance is listed under the funding section. He observed that budget constraints are likely to be a major obstacle for many districts in terms of incorporating excellence features in their projects.

Ms. Koplin said the emphasis for the first phase of this effort is on assisting school district decision-makers with the front-end planning stage. Mr. Higuera noted the purpose is to increase awareness about prudent use of limited funds to construct facilities that will operate efficiently well into the future.

Mr. Peterson made a motion, seconded by Ms. Koplin, to accept the meeting report and endorse the direction proposed by the Excellence in Public Buildings Committee.

Mr. Darden recommended providing the materials to the DSA Advisory Board before releasing them at the CSBA conference. Mr. Higuera responded that most of the articles will be completed by the first of October, so the final product will be available before the Board's October quarterly meeting.

Ms. Koplin invited Board members to volunteer to write articles on the topics listed. Mr. Higuera added that articles need not be limited to just the topics in the outline.

Mr. Ross requested that the Board be provided with advance copies of the materials before the October meeting.

The motion was carried unanimously.

Super-Partnering Forum Update

Mr. Rich Henry explained that the Super-Partnering Forum, an informal group consisting of people representing various sectors of the construction industry, was an outgrowth of the Excellence in Public Buildings program. The Super-Partnering Forum's purpose is to improve the delivery of state building projects by fostering communications and addressing issues of concern to participants.

Mr. Henry distributed a member list and copies of the May 16 meeting minutes. He noted the Super-Partnering Forum discusses topics such as ways of streamlining and improving the state's bidding system, trends and challenges in the construction industry, and pertinent legislation. He said the group had a presentation on the West End project at its July 18 meeting.

1
2 Mr. Henry welcomed suggestions from Board members as to possible future topics for
3 Forum participants to discuss.

4
5 Mr. Ross thanked Mr. Henry for the update.

6 7 **State Architect's Report**

8
9 Mr. Thorman expressed his appreciation to the DSA Advisory Board and the Super-
10 Partnering Forum for their efforts to assist DSA in improving its processes.

11 12 **DGS Policy Executive Committee**

13 Mr. Thorman said the Policy Executive Committee, composed of himself and the chief
14 deputies from DGS and RESD, was formed to develop policy and coordinate efforts
15 between the three organizations. He noted that since its inception a few years ago, the
16 PEC has resolved most of its important issues. At the last meeting, participants agreed
17 to continue meeting until the remaining tasks were completed. After that, the group will
18 be convened as necessary to address policy issues.

19 20 **Community Colleges Task Force**

21 Mr. Thorman invited Ms. Jin Yang-Staehlin to provide an update on the task force's
22 activities. Ms. Yang-Staehlin reported that the 29-member task force formed four teams
23 to look at the DSA Academy, policy development, policy implementation, and an
24 alternate review process. She said most of the discussion so far has centered around
25 the alternate review process and the Academy.

26
27 Ms. Yang-Staehlin said the purpose of the alternate review process is to look at
28 changes to improve project quality and processing times. She noted designers and
29 owners need to work together to improve the quality of plans submitted to DSA, and
30 DSA needs to provide high-quality, expedient, and consistent reviews.

31
32 With respect to the Academy, Ms. Yang-Staehlin said, the task force is looking at
33 expanding training to include new areas such as structural safety, FEMA 356,
34 inspection, and "DSA 101," an introductory class about doing business with DSA. At the
35 same time, she noted, DSA is doing an internal review of its policies to eliminate
36 conflicts and unnecessary provisions, and the Website has been redesigned to be more
37 user-friendly.

38
39 Mr. Thorman stated that DSA has been working closely with Los Rios Community
40 College to launch the DSA Academy within the next couple months. He noted the
41 courses will benefit architects, building owners, contractors, and others.

42
43 Mr. Thorman reported that DSA will be implementing a pilot program with a few
44 community colleges to test the alternate review process, and that effort will eventually
45 be expanded to others.

46
47 Mr. Shallenberger asked if Mr. Thorman wanted input from the DSA Advisory Board
48 regarding the course offerings. He noted the DSA Advisory Board had a DSA Academy
49 Committee at one time, and there might be some worthwhile materials and information
50 developed by that group. Mr. Thorman welcomed feedback from Board members.
51 Mr. Shallenberger suggested providing the course materials to Board members for their
52 input.

1
2 Ms. Aguayo noted the Board will be reviewing its committees and priorities at the
3 October annual meeting, so this effort can be considered then.
4

5 Mr. Shallenberger expressed support for the "DSA 101" course and recommended
6 offering similar classes about OPSC and the Community College funding system.
7

8 Ms. Yang-Staehlin said DSA representatives will be making presentations on these
9 activities at the annual Community Colleges facilities conference in the first week of
10 November. Mr. Thorman noted the Academy and some of the pilot projects will be
11 underway by then, so DSA will have more information about those efforts.
12

13 Mr. Higuera asked whether the alternate review process will benefit K-12 construction
14 as well as the Community College. Mr. Thorman replied that the effort will result in
15 some standard protocols that can be applied to all DSA projects.
16

17 **Sustainability - Executive Order S-20-04**

18 Mr. Thorman asked Mr. Roy McBrayer to provide a quick update on the sustainability
19 task force's activities.
20

21 Mr. McBrayer stated that he was assigned to chair a task force in response to the
22 Governor's green building initiative, Executive Order S-20-04. He said the Green
23 Building Action Plan, a document posted on the DSA Website, identifies 45 separate
24 initiatives.
25

26 Mr. McBrayer said most of the green building tasks identified in the executive order fall
27 within the domain of the Department of General Services. DGS created five separate
28 initiatives to carry out those mandates: 1) attaining LEED Silver certification for all new
29 state buildings, which will entail budget augmentations for some pending projects; 2)
30 establishing a 2003 energy use baseline for measuring progress toward the goal of a 20
31 percent reduction in energy consumption by 2015; 3) improving energy efficiency by
32 retrofitting existing state buildings to attain LEED EB certification; 4) calculating energy
33 paybacks and life cycle costs; and 5) and selecting leased space in buildings with U.S.
34 EPA Energy Star ratings of 70 or higher.
35

36 Mr. McBrayer said the Executive Order requires DSA to identify technical resources and
37 guidelines by December 31, 2005 to enable schools to be built to a higher standard. He
38 noted Mr. Conrad and Ms. Theresa Townsend are co-chairing a work group to address
39 that issue.
40

41 Mr. McBrayer stated that other state agencies are working on activities pertaining to the
42 CPUC, incentive programs, benchmarking methodologies for all commercial buildings,
43 and a retrofitting guidebook.
44

45 Mr. Modugno asked if the impacts of LEED requirements on architectural fees and costs
46 were being considered. He advised that designing LEED-certified buildings costs
47 considerably more than designing standard buildings. Mr. McBrayer acknowledged that
48 design cost increases need to be considered as part of the overall life cycle analysis.
49

50
51 Mr. Modugno noted Title 24 will be changing significantly in October, and some of the
52 new provisions are moving in the direction of LEED, with energy envelopes, energy

1 budgets, and certification requirements.

2
3 Mr. Darden expressed his opinion that it is unreasonable for the state to impose more
4 expensive requirements at a time when school budgets are being cut and basic
5 construction projects are being compromised. He estimated that LEED certification
6 could increase the workload of architects and designers by at least 10 percent, so the
7 incremental costs of compliance will be much higher than 3 or 4 percent.

8
9 Mr. Modugno noted the costs of some light fixtures will double as a result of the Title 24
10 changes in October. He acknowledged that there may be energy savings in the long
11 run, but construction budgets will need major up-front increases in order to comply.

12
13 Mr. McBrayer concluded by commenting that there are many aspects of the executive
14 order that need to be worked out. He noted some of the underlying expectations may
15 be unrealistic given the state's fiscal crisis.

16
17 Mr. Thorman thanked Mr. McBrayer for the update.

18 19 **Strategic Plan**

20 Mr. Thorman noted DSA adopted a strategic plan in 2001, and an update was done in
21 2004. He said the updated strategic plan was disseminated to DSA staff in regional
22 offices for their suggestions and comments. As a result of that process, three key goals
23 were identified, and three teams were established to work on them. Mr. Thorman said
24 the first team will be assessing training goals and objectives, the second team will be
25 working on correcting code ambiguities, and the third team will focus on ensuring
26 adequate resources and filling staff vacancies. He promised to update the DSA
27 Advisory Board on these teams' progress on a quarterly basis.

28
29 Regarding recruitment for vacant positions, Mr. Dyson noted the Structural Engineers of
30 California will be holding its annual convention in San Diego at the end of September,
31 and he recommended that DSA take advantage of this opportunity. He also
32 encouraged DSA to think about filling some of the speaker spots at the convention. He
33 offered to provide the name of a contact person after the meeting.

34
35 Mr. Dyson said he has been hearing complaints from architects, engineers, and DSA
36 employees that there is no single point of contact at DSA headquarters in the structural
37 realm. He recommended assigning a senior structural engineer to fill this gap.

38
39 Mr. Thorman said DSA has established a system of statewide teams that will be
40 meeting on a monthly basis to discuss structural issues. He noted the teams will be
41 made up of the lead structural engineer in each regional office and the lead structural
42 engineer at headquarters.

43
44 Mr. Thorman added that DSA's recruiting specialist will be discussing the staffing
45 situation in more detail after the lunch break.

46
47 Mr. Henry encouraged DSA to investigate some of the creative recruiting ideas coming
48 from the private sector. He said staff shortages are a statewide problem, but challenges
49 vary from region to region, so recruiting efforts should be targeted to meet the needs of
50 each region. He noted there are also interesting ideas coming from the public sector,
51 and he mentioned incentive programs to help teachers buy houses in high-cost areas
52 like San Diego.

1
2 Mr. Henry commented that internships can be inexpensive and effective in developing
3 relationships with qualified prospective employees.
4

5 **Legislation**

6 Mr. Thorman asked Mr. Doug Hoffner to review legislation of interest to participants.
7

8 Mr. Hoffner provided a written summary of several pending bills related to school
9 construction and DGS activities. In particular, he noted, SB 162 creates a pilot program
10 to look at alternate review processes for DSA and DGS; AB 315 deals with energy-
11 efficient design standards for schools; AB 462 pertains to disability access compliance
12 for Caltrans projects; AB 593 proposes a new oversight group to administer state
13 properties; and AB 1663 allows an additional commercial space and residential
14 development in conjunction with the West End project. Mr. Hoffner reported that SB
15 1054, signed by the Governor two days ago, clarifies that charter schools not subject to
16 the Field Act must comply with Title 24.
17

18 Mr. Thorman said he had been advised that there will probably not be a school bond
19 measure on the 2006 ballot because \$7 billion from the last bonds remain unspent.
20

21 **DSA Advisory Board Membership**

22 Mr. Thorman said he will be contacting each Board member soon to discuss ideas
23 about future directions for the Board.
24

25 Mr. Ross thanked Mr. Thorman for his report.
26

27 **Schools Work Group - Green Building Committee/Green Action Team**

28
29 Mr. Conrad noted Mr. McBrayer already explained the purpose and activities of the
30 Green Building Committee and the Green Action Team. He said DSA is participating in
31 a Schools Work Group that was tasked with evaluating technical resources and
32 guidelines in response to the Executive Order. He reported that the group has been
33 looking at guidelines from CHPS, the Green Building Council, LEED, and school
34 districts in other states.
35

36 Mr. Conrad said the Schools Work Group has met six times. After reviewing the
37 available guidelines, the group tentatively selected CHPS for California's base
38 guidelines. Future plans include presentations at three CASH workshops and a survey
39 to stakeholder groups. Mr. Conrad noted that after compiling feedback from these
40 sources, the Schools Work Group will finalize its recommendations and report back to
41 the Green Action Team by October.
42

43 Mr. Higuera asked about the status of the development of an Environmentally
44 Preferred Products list on the DSA Website. Mr. Conrad responded that there were
45 challenges from some product manufacturers, so DSA is seeking legislation clarifying its
46 regulatory authority.
47

48 At 12:00 noon, the meeting was recessed for lunch. Mr. Ross reconvened the meeting
49 at 1:00 p.m.
50

51 **Universal Design Committee Report**

1 **May 10, 2005**

2 Mr. Peterson referred to the minutes of the May 10 Universal Design Committee (UDC)
3 for a summary of the committee's recent activities. He said the committee has a task
4 group looking at playground issues, including path of travel, design oversight,
5 inspection, and a task group looking at possible code changes regarding the force
6 required to open exterior doors. He noted the committee spent some time at the
7 meeting talking about the new Certified Access Specialist program.

8
9 Mr. Aaron Noble reported that the UDC voted to recommend deletion of certain policies
10 and revisions to others. He noted the UDC recommended that DSA pursue emergency
11 regulations to revise the exterior door opening force requirements.

12
13 Ms. Aguayo distributed copies of revised May 10 minutes.

14
15 Mr. Peterson recommended that the Board approve the policy deletions recommended
16 by the committee.

17
18 **Mr. Darden made a motion, seconded by Mr. Shallenberger, to approve the May**
19 **10 minutes and the motions passed by the committee. The motion was carried**
20 **unanimously.**

21
22 Mr. Ross noted the minutes indicate the Certified Access Specialist program would be
23 in place by July, and he asked about the status of that effort. Mr. Conrad said the CASp
24 Implementation Committee had a two-day meeting on July 19 and 20, and the process
25 is moving forward. He added that committee is developing criteria and questions for the
26 exams, and DSA will have a program in place by October, as required by the legislation.

27
28 Mr. David Karina asked if DSA was encouraging inspectors to become specialists. Mr.
29 Conrad explained that the purpose of the program was to provide two types of access
30 specialists: certified access investigators that work on plan review and surveying
31 issues, and certified access architects that deal with accessibility in design. He noted
32 the qualifications are different for each specialty, and courses will be offered through the
33 DSA Academy.

34
35 Mr. Conrad said that he and Mr. Thorman discussed the UDC and concluded that its
36 name should be changed to "Access Compliance Committee" and another committee
37 should be established to deal with universal design issues. The new "Universal Design
38 Committee" would be charged with developing guidelines for universal design principles
39 that go beyond access compliance regulatory matters. Mr. Conrad noted the staff will
40 come back at the next Board meeting with a formal recommendation regarding the
41 name change and the new committee.

42
43 **Executive Director's Report**

44
45 **October Annual Meeting**

46 Ms. Aguayo discussed plans for the Board's annual meeting in October. She said a
47 planning session with committee chairs will be held on October 13, the day before the
48 Board meeting, at the Kellogg Conference Center, a state-owned facility in Pomona,
49 and the Board will meet on October 14. Ms. Aguayo noted Ms. Liz Schroeder will be
50 contacting Board members regarding their travel plans.

51
52 Mr. Ross encouraged all Board members to arrive in time for dinner on Thursday,

1 October 13. He also suggested a golf match on Saturday, October 15.

2
3 **Travel Contract**

4 Ms. Aguayo said she emailed Board members with information on how to make travel
5 arrangements with DGS' new travel contractor, and she pointed out a few changes in
6 procedures. She noted Board members should obtain prior approval for car rentals, an
7 itemized hotel receipt is necessary for reimbursement, and receipts are also required for
8 any parking charges over \$10.

9
10 **DSA Recruitment**

11
12 Ms. Kathleen Hodson, HR Manager, introduced herself and Ms. Geneanne Franklin,
13 Recruitment Coordinator.

14
15 Ms. Franklin described DSA's problems recruiting engineers, architects, and fire and life
16 safety officers. She distributed a profile of the vacant positions and their locations. Ms.
17 Franklin advised that the low salaries compared to other government sectors; the high
18 minimum experience qualifications; the state's cumbersome testing, interviewing, and
19 hiring process; and the limited number of qualified candidates available have also been
20 recruitment obstacles for DSA.

21
22 Ms. Franklin said DSA has taken some steps to address these issues. She noted DSA
23 established a recruitment unit, and this year's budget includes funds to bring for salaries
24 into parity over a four-year period. DSA will be conducting a direct mail campaign to
25 structural engineers and licensed architects, as well as advertising in trade publications,
26 major newspapers, and Internet sites. Ms. Franklin stated that other recruitment plans
27 include new display materials for conferences and presentations, increasing DSA's
28 presence at various conferences and events, and having open houses at DSA's
29 regional offices.

30
31 Ms. Franklin welcomed assistance from the Board. She recommended that the DSA
32 Advisory Board form an ad hoc committee to help address these staffing issues.

33
34 Mr. Higuera proposed surveying staff people at DSA to identify factors that attracted
35 them to DSA. In addition to increasing the salaries, he suggested that DSA emphasize
36 employment and retirement benefits.

37
38 Mr. Shallenberger reported that his office has been having similar recruitment problems,
39 and he agreed that the pool of qualified candidates is very limited. He observed that the
40 Internet has been the most effective recruitment tool. Mr. Shallenberger commented
41 that eliminating the four-year experience requirement would allow DSA to recruit directly
42 from engineering and architecture schools.

43
44 Mr. Mike Modugno noted that many firms lack the resources to train new graduates.

45
46 Participants pointed out that it would be helpful to offer higher reimbursement for
47 relocation expenses and regional salary differentials.

48
49 Mr. Hall recommended contacting the Los Angeles fire marshal to publicize vacancies
50 for fire and life safety officers.

51
52 Mr. Dyson asked whether engineering and architectural candidates need to be licensed,

1 and Ms. Franklin explained the qualifications for those positions. She added that the
2 staff is working on developing training programs for the DSA Academy.

3
4 Mr. Dyson thanked Ms. Franklin for her presentation. Board members wished Ms.
5 Franklin well in her recruitment efforts.

6
7 Mr. Ross suggested that Ms. Franklin consult with Mr. Thorman and Ms. Aguayo about
8 forming an ad hoc committee. He noted the Board can discuss this idea in October
9 when the priorities and committees are determined.

10
11 Ms. Aguayo encouraged Board members to contact Ms. Franklin with their suggestions
12 about recruitment.

13 14 **DSA Policy and Procedures**

15
16 Mr. Ross drew attention to the proposed policy revisions included in the meeting packet.
17 He said the October agenda will include formalization of the committee process and the
18 name change for the UDC.

19
20 Ms. Aguayo stated that the revised policy provisions in the meeting packet reflect all of
21 the changes and modifications, including a new section on the UDC task groups. She
22 noted that because a Community Colleges representative is not specified in the statute,
23 DSA needs to go through a regulatory process next spring to change that language.

24
25 Mr. Ross recommended that the Board review the proposed revisions and submit
26 comments to Ms. Aguayo.

27 28 **New Business**

29 30 **Appeals Process**

31 Ms. Aguayo noted the appeals process was omitted from the Policies and Procedures
32 and the information was deleted from the Web page, as recommended by legal counsel,
33 so there is currently no appeals process for the DSA Advisory Board to follow. She
34 indicated that she received feedback from Board members who participated in the last
35 appeal, and the staff is working on a draft appeals process for the next meeting.

36
37 Mr. Thorman excused himself from the meeting. He expressed his appreciation to the
38 Advisory Board and said he looked forward to the October meeting.

39
40 Mr. Ross reported that Mr. John Scott informed the staff that he had inadvertently
41 missed the meeting but planned to be present at the next UDC meeting.

42 43 **Code Update**

44 Mr. Dennis Bellet distributed copies of revised DSA Procedure 05-03, pertaining to
45 DSA's Rapid Interpretation Process (RIP). He said the document spells out procedures
46 for regional offices, clarifies responsibilities, and establishes a timeframe for resolving
47 conflicts. He noted the provisions clarify some of the issues that arose during the last
48 appeal process.

49 Mr. Bellet added that DSA has established a new procedure to ensure consistency in
50 the formatting of all documents published by headquarters.

51
52 Mr. Chip Smith reported that in response to the Building Standards Commission's

1 decision in March to rescind the selection of NFPA 5000 as the state's model code, the
2 state agencies recommended adoption of the 2006 edition of the International Building
3 Code. He said the new code will include significant improvements in structural
4 provisions and design standards.

5
6 Mr. Smith noted that DSA will be developing an amendment package for the Building
7 Standards Commission's review next year, a huge task. He said there will be extensive
8 structural amendments, and they need to be reviewed for consistency and compliance
9 with all applicable laws. Mr. Smith said DSA's objective is to discontinue amendments
10 that are sufficiently addressed in the new code provisions or otherwise do not fulfill the
11 code's statutory intent. In general, he explained, design and prescriptive construction
12 amendments will be discontinued where possible, and quality assurance amendments
13 more consistent with the intent of the Field Act will be updated and continued.

14
15 Mr. Smith said that in order to handle the formidable workload, the staff developed a
16 work plan calling for considerable stakeholder involvement in the assessment of the
17 proposed amendments.

18
19 Mr. Smith estimated the proposed amendments will be submitted to the Building
20 Standards Commission next May or June. Because it will take at least fourteen months
21 after that to complete all the required administrative procedures, the new code would
22 probably go into effect in 2008. Mr. Smith added that the 2006 version would still be
23 current at that time.

24
25 Mr. Ross cautioned that some of the code provisions regarding construction materials
26 were written by producers and manufacturers of those products. He recommended that
27 DSA base its decisions on the best the interests of public safety, and he advocated
28 keeping that as the foremost philosophical goal.

29
30 Mr. Smith invited the Board to review and provide feedback on the draft work plan. He
31 said the staff would welcome assistance in reviewing and developing the plan. He
32 noted the DSA Advisory Board can play an important role in reviewing the proposed
33 amendments and providing a public forum for consideration of important issues.

34
35 Mr. Ross noted that in his remarks on the strategic plan, Mr. Thorman mentioned code
36 ambiguities, and he asked how those kinds of issues are resolved through RIP. Mr.
37 Bellet said DSA believes the code update will take care of those items because the
38 provisions will be reviewed for consistency and compliance.

39
40 Mr. Ross asked when DSA Procedure 05-03 will be released. Mr. Bellet answered that
41 the document will be posted on the Website in about two weeks, after review and
42 comments from the regional managers. He said the handout will also be provided with
43 each backcheck so applicants will learn about resolving disputes at the regional office
44 level.

45 46 47 48 49 **Schedule Upcoming Committee and Board Meetings**

50
51 DSA Advisory Board members agreed to the following schedule of meetings:

- 52 • Universal Design Committee: Task Groups July 28; Committee meeting July 29,

- 1 2005
- 2 • Building Standards Committee: August 18, 2005, in Sacramento
- 3 • Inspector Committee: September 1, 2005, in Sacramento
- 4 • Policies and Procedures Committee: September 8, 2005, in Sacramento
- 5 • Excellence in Public Buildings Committee: September 9, 2005, in Sacramento
- 6 • Safety and Emergency Response Committee: September 14, 2005
- 7 • DSA Advisory Board Annual Meeting: October 13 and 14, 2005, in Pomona
- 8

9 **Good of the Meeting**

10

11 Participants asked if any Board members had resigned. Ms. Aguayo said a few Board

12 members indicated they were no longer interested in serving, but all were willing to

13 continue until replacements are selected. She said the staff sent three letters to

14 professional organizations soliciting nominations.

15

16 **Public Comments**

17

18 There were no members of the public who wished to address the DSA Advisory Board.

19

20 **Adjournment**

21

22 There being no further business, Mr. Dyson made a motion, seconded by Mr. Modugno,

23 that the meeting be adjourned. The meeting was adjourned at 2:33 p.m.